

	DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING <i>ENFORCEMENT DIVISION</i> <i>DIRECTIVE</i>	DIRECTIVE NUMBER 103
		DISTRIBUTION DATE October 1, 1998

1. **SUBJECT: DFEH IDENTIFICATION CARDS**
2. **PURPOSE:** To set forth the procedures for the acquisition, control, and disposition of Department of Fair Employment and Housing (DFEH) Identification Cards and to establish the responsibilities of card holders.
3. **BACKGROUND:** On occasion, staff members may have a need to identify themselves as a DFEH employee. The DFEH Identification Card was developed for this purpose. The DFEH Identification Card is the only picture identification that staff is authorized to use to identify themselves as an official of the State of California, Department of Fair Employment and Housing.
4. **PROCEDURES:**
 - A. **Administrators/Supervisors' Responsibilities:**
 - 1) Administrators/Supervisors within the Enforcement and Legal Divisions will be responsible for identifying individuals within their units who require DFEH Identification Cards in the performance of their duties.
 - 2) Administrators/Supervisors are responsible for requesting in writing DFEH Identification Cards giving the name and title of the employee for whom the Identification Card is being requested. All requests will be submitted by the Administrator/ Supervisor to the Personnel Office.
 - 3) Administrators/Supervisors are responsible for arranging for an appropriate photograph of the employee to be taken at the nearest Department of Motor Vehicles (DMV) office. The employee will be issued an "X" Special Camera Card (refer to Attachment 1 sample) to be presented to DMV when the photograph is taken.
 - 4) When the DFEH Identification Card and Identification Card Wallet are received, Administrators/Supervisors will:
 - a) Check the card for accuracy.

- b) Obtain the employee's signature on the "Acknowledgment of DFEH Photo Identification Card" (DFEH-ENF-30).
 - c) Issue the DFEH Identification Card and Card Wallet, if applicable, to the employee.
 - d) Endorse the "Acknowledgment of DFEH Photo Identification Card" in the appropriate location and forward it to the Personnel Office.
- 5) When the DFEH Identification Card is no longer required, based on the employee's job duties or upon separation from the Department, the Administrator/Supervisor will recover both the DFEH Identification Card and Card Wallet and return them to the Personnel Office.

B. Personnel Office Responsibilities:

- 1) The Personnel Office will:
 - a) Maintain a supply of blank DFEH Identification Cards, Card Wallets, and "X" Special Camera Cards.
 - b) Receive and review written requests for DFEH Identification Cards.
 - c) Establish and maintain a file of requests and Acknowledgments for DFEH Photo Identification Cards.
 - d) Type the name of the individual on a blank DFEH Identification Card.
 - e) Have the card signed by the Director.
 - f) Deliver the DFEH Identification Cards to the vendor for laminating.
 - g) Upon receipt from the vendor, verify completeness and send the DFEH Identification Card and Card Wallet to the appropriate supervisor with an Acknowledgment of DFEH Photo Identification Card.
- 2) When a DFEH Identification Card and Card Wallet are returned to the Personnel Office because they are no longer required by an employee's position or because of separation from the Department, the Personnel Office staff will:

- a) Destroy the DFEH Identification Card;
- b) Enter the date of destruction on the individual's "Acknowledgment of DFEH Photo Identification Card;" and
- c) File the obsolete "Acknowledgment of DFEH Photo Identification Card" in the employee's Official Personnel File.

C. Card Holders' Responsibilities:

- 1) Card holders will:
 - a) Use the DFEH Identification Card only while performing official DFEH business.
 - b) Not use any unauthorized identification cards or badges to identify themselves as an official of the State of California, Department of Fair Employment and Housing.
 - c) Not allow any other individual to use his/her DFEH Identification Card.
- 2) Upon separation from the Department or when an Identification Card is no longer required for the performance of job duties, the Card Holder will surrender to his/her Administrator/Supervisor the DFEH Identification Card and Card Wallet.

5. APPROVAL:

Nancy C. Gutierrez, Director

Date